



◆ 348 SUB I ◆ MSN-3B6 ◆ Fairfax, VA 22030-4444 ◆ 703-993-2365 ◆ 703-993-2361 (fax) ◆ COOP@gmu.edu

This form and an unofficial transcript are used to determine your eligibility for the Co-op program. It is NOT an acknowledgement of Co-op enrollment. Please refer to Cooperative Education handouts available in Career Services for more information about Co-op.

Please complete this form. Attach an unofficial copy of your transcript to the form. Return both documents to Career Services. You may fax or e-mail the form. FAX: 703-993-2361

Date: _____ G# _____
Last Name: _____ First Name: _____
Email address: _____ Phone number: _____

Are you currently enrolled in a degree/certificate granting program at Mason? Yes ___ No ___
Bachelor's ___ Master's ___ PhD ___ Certificate ___

Declared major: _____

Are you a student on an F-1 visa? Yes ___ No ___
If yes, have you completed at least one academic year of full time study in the U.S.? Yes ___ No ___

How many credits are you enrolled in for the current semester? _____
F-1 Visa holders must be enrolled as full-time students
Undergraduates and graduate students must be enrolled in at least 6 credits

How many credits were you enrolled in for the previous semester? _____
F-1 Visa holders must have been enrolled as full-time students

Number of total credit hours you have completed toward a degree/certificate? (Do not include current semester.): _____
Undergraduates must have completed 30 credits.
Graduate students must have completed 6 credits.

What is your anticipated graduation date? _____

At the end of this semester how many credits will you need to complete in order to graduate? _____
Undergraduates must have at least 6 credit hours remaining.
Undergraduates on an F-1 Visa must have at least 9 credit hours remaining.
Graduate students, including F-1 Visa holders, must have at least 6 credit hours remaining.

If you are an undergraduate, is your cumulative GPA 2.0 or above, and are you in good academic standing as defined by the university (not on warning, suspension or probation)? Yes ___ No ___

If you are a graduate student is your cumulative GPA 3.0 or above, and are you in good academic standing as defined by the university (not on warning, suspension or probation)? Yes ___ No ___

Have you already received a co-op job offer? Yes ___ No ___
If yes, what organization? _____
Important Note: While you may have already received a Co-op job offer, Career Services must first determine your eligibility for the Mason Co-op program. If eligible, you must complete the co-op enrollment procedures. Please contact the Co-op Program Assistant, to obtain the required forms and additional instructions. The assistant may be reached at 703-993-2365 or coop@gmu.edu Co-op Walk in Hours: Monday, Tuesday and Friday from 10 - 12pm

This portion will be completed by the co-op staff:
Student is eligible for co-op position for: _____ semester, year _____, Part time ___ Full time ____ .
This form is valid only for the stated semester.
Authorized signature: _____ Student received co-op forms: Yes ___ No ___